



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

Student Professional Worker – Nurse Recruitment Office(NRO)

Posted 1/6/2014

Rancho Los Amigos National Rehabilitation Center is an internationally renowned provider of choice in the field of medical rehabilitation and research. *U.S. News and World Report* consistently rank us among the top rehabilitation hospitals in the United States. Rancho's Nurse Recruitment office is currently seeking a highly qualified individual to fill a Student Professional Worker vacancy.

Essential Job Functions:

- Greets and offers assistance to individuals entering the NRO
- Screens, and takes messages on incoming telephone calls, and provides general information to applicants.
- Screens, prioritizes and distributes mail as needed
- Maintains integrity of multiple exam materials, and maintains confidentiality and security of sensitive applicant information
- Coordinates and schedules Civil Service Exams and selection interviews for the department
- Types and organizes files in NRO
- Compiles recruitment information/materials for the NRO to distribute
- Prepares, develops, reviews, and proofreads vacancy announcements, canvass letters and reports
- Maintains bulletins in an organized manner, removing outdated materials as appropriate

Desirable Qualifications:

- Excellent customer service and organizational skills
- Self-directed and able to work independently and with others to accomplish duties
- Strong written and oral communication skills, including telephone etiquettes
- Produces an accurate, thorough and speedy work product
- Excellent filing, typing, photocopying and computer skills with a working knowledge of Microsoft Word, Excel, PowerPoint and GroupWise, (WordPerfect desirable)

Interested Los Angeles County employees who are currently holding the payroll title of Student Professional Worker, Item # R8243D (copies of your last performance evaluations and CWTAPPS time records from 2013 must be submitted with resume), or who are currently on the list for Student Professional Worker may submit a resume, copy of Student Professional Worker certification list, and cover letter.

Attention:

Sharon Arnwine, Director of Nurse Recruitment
Rancho Los Amigos National Rehabilitation Center
Nurse Recruitment Office
Building 503 Room#77
7601 E. Imperial Hwy.
Downey, CA 90242

Phone: (562) 401-7912 Fax: (562) 803-6231 E-mail: mprosas@dhs.lacounty.gov

Resumes will be accepted until the needs of the department are met. Only the most qualified candidates will be scheduled for an interview.

THIS IS NOT A CIVIL SERVICE EXAMINATION